

FINAL DRAFT

BRANCH DISTRICT LIBRARY
BOARD MINUTES
21 OCTOBER 1991
4:30 PM

PRESENT:

Richard Sharland, Tim Miller, Carol Brown, Orville Maxson, Vivian Slisher, Bill Stewart, Terry MacDonald, and Phyllis Rosenberg. Claire Heinonen arrived at 5:10 p.m.

ABSENT:

MINUTES:

- A. Tim moved, Orville seconded, to accept the Minutes of the Regular Board Meeting of September 16, 1991. Approved.
- B. Orville moved, Tim seconded, to accept the Minutes of the Special Board Meeting of October 3, 1991. Approved.

FINANCES:

- A. Tim moved, Carol seconded, to accept the Financial Statement for September 1991. Approved. Note: Next month the 739 Literacy Grant account will be low due to expenses which will be subsequently reimbursed by the Grant.
- B. Operational Expenses Chart noted.
- C. Tim moved, Carol seconded, to pay Vouchers # 2625 - 2654. Approved.
- D. Penal Fines Chart noted.
- E. County Reimbursement Committee has not met with John Dean as yet.

OLD BUSINESS:

- A. Advisory Boards: Bronson: Trustees are not covered by liability insurance. Sidewalk repair and bathroom painting bids were discussed. New hours were noted. Because Carole is taking a one month leave of absence the Bronson Advisory Board has agreed to pay Stephanie a dollar an hour more to cover for Carole. Coldwater: Planning for the Memorial Fund solicitation. Quincy: Everyone has welcomed Linda Johnson, the new librarian. Reports from all involved say the Summer Reading Program trip to Binder Park Zoo was great. Union City: Status Quo.

- B. By-Laws changes pending. Adjustments need to be made in the District Library Agreement to accommodate the original Board member terms.
- C. A very rough 1992 Budget draft dated 10/18/91 was presented.

NEW BUSINESS:

- A. The newspapers, and perhaps the other things of the Library's, that are stored at the Courthouse might be able to be stored at Maple Lawn on a temporary basis. We can send the newspapers to the archives in Lansing or Kalamazoo. Most are on microfilm here. We hope that Pam Bagwell, of the Daily Reporter, will do an article on the storage problem. Tim moved, Carol seconded, to direct Phyllis to store papers at Maple Lawn until we find permanent storage. Approved.
- B. Because we levy our own millage, we will receive a share of the Small Business Tax monies which are returned to the County, but not until next year..
- C. Goals and planning were discussed.
 - 1. Short Term: Hours and Employees pending. Goal is to restore the 14 hours cut and to have Sunday hours.
 - 2. Long Range: "D" will drive "C".
- D. Richard made appointments of those volunteering for committees:
 - 1. Personnel: Bill, Greg, Vivian
 - 2. Building: Phyllis, Bill, Richard
 - 3. Budget: Tim, Carol, Claire, Phyllis, Catherine
- E. Personnel policies need to be revised. Board agrees that the Personnel Task Force Committee may meet during normal work hours.
- F. Bill moved, Vivian seconded, to authorize Phyllis to begin the search for the hiring of the third professional Librarian. Approved.
- G. Flower fund tabled. Phyllis will bring a policy.

INFORMATION ITEMS:

- Noted
- A. Friends: There was a wonderful turnout for author David Small.
- B. The next meeting will be November 18, 1991, 4:30 P.M.

Adjourned. 5:45 PM

Submitted By,
Carol Brown
Secretary